

# OFFICE OF PROCUREMENT

Prepare and Issue Solicitation Documents  
LMS-OP-4511 Revision: O

Approval Original Signed on File  
Organizational Unit Manager, Office of Procurement  
Date 9/25/08

NASA Langley Research Center (LaRC)  
Langley Management System (LMS)

# CHANGE RECORD

Rev. No.	Date	Description
B	1/11/00	Updates location of draft request for proposal resources. Corrects information in paragraphs IV.B. and IV.C.
C	3/14/01	Updates resources for generating solicitations and contracts in paragraph IV.B. (Use of WEB Speedy DGS is no longer permitted.) Revises pricing support instructions of paragraph IV.C. Incorporates the SEMO review procedure of LMS-TD-4547 Tab 37 in paragraph IV.D. As a result of OUM LMS Review, removes information redundant to regulations and merges this procedure with LMS-OP-4514 procedures. Deletes option for Branch secretary to post synopsis to NAIS and relocates solicitation posting instructions in Attachment A to LMS-TD-4547 Tab 36.
D	12/14/01	Incorporates requirement to stamp cover page of solicitations being issued without certified funds. Removes reference to LMS-OP-4533 in paragraph III.F. Revises paragraph III.A. to provide for IDGS use and discontinue MidRange shell use. Incorporates pertinent information from LMS-TD-4547, Tab 37.
E	6/12/02	Removes reference to LMS-TD-4552. Adds Price Analyst to the SRB membership. Revises SRB minute requirements.
E-1	7/17/02	Adds Section II regarding records.
F	7/16/03	Add representatives from OCFO, the Safety and Facility Assurance Office, the Environmental Management Office and Security Office to SRB membership; clarifies pricing support.
G	2/6/04	Paragraph IV A. corrects site for IDGS access, D. deletes Evaluation Plan requirement, F. deletes requirement for LF P273.
H	4/22/04	Paragraph IV, B. deletes requirement for LF P335.
I	6/30/04	Paragraph IV, A., reference to PIC 98-7 removed. Paragraph IV, C., Engineering Standards and Specifications Review added, Paragraphs IV, F. and G. are revised, remaining paragraphs relettered.
I-1	10/7/04	Clarifies requirements. Corrects organizational references.

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*Verify correct revision before use by checking the LMS Web Site*

J	3/30/05	Paragraph IV, E., Removes Independent Procurement Reviewer from Solicitation Reviews.
J-1	5/23/05	Updated organizational name -- Security and Program Protection Services
K	6/16/06	Corrects organizational references. Paragraph IV, revised F and deleted G, deleted reference to contractor support services, deleted distribution of solicitation hard-copies, deleted requirement for LFP136 and 135A, and addressed lack of certified funds.
L	4/3/07	Paragraph IV, A., revised to identify new software used for solicitation development.
M	1/8/08	Add Paragraph IV, D, <u>AS-9100</u> , to ensure all solicitations include the appropriate clauses and other requirements when procuring “critical and complex” items/services.
N	7/2/08	Paragraph IV, E, revise to replace the Supply and Equipment Management Officer with the Industrial Property Officer per NASA FAR Supplement change.
O	9/25/08	Paragraph IV, C, address that NASA SUNS has been replaced with a new system for engineering standards.

## I. Introduction

Solicitation issuance is a key milestone in the overall procurement process. Before a draft or final solicitation is released to the general public, all internal Government reviews must be completed and all questions and comments addressed. Upon final solicitation issuance, the Government's communication with prospective offerors is limited and the Contracting Officer (CO) must ensure that all parties receive the same additional or clarifying information through amendments to the solicitation.

## II. Records

Records generated by this procedure are contained in the Contract Files.

## III. Listing of Instruction Topics

- A. Solicitation Development
- B. Pricing Support
- C. Engineering Standards and Specifications Review
- D. Industrial Property Officer Review
- E. Solicitation Reviews
- F. Electronic Solicitations
- G. Hard Copy Solicitations
- H. Solicitation Amendments

## IV. Instructions

A. Solicitation Development - Contract Specialists (CSs) are responsible for developing draft and final solicitations using the Integrated Enterprise Management Program (IEMP) Contract Management Module (CMM) software available through iView.

For Indefinite Delivery/Indefinite Quantity (IDIQ) solicitations, a mechanism for determining order cost & fee/price must be established within the contract schedule.

B. Pricing Support - CSs shall notify the Business Management Branch as early in the process as possible of pending procurement actions that exceed \$1M and for lower dollar value procurements if deemed necessary by the CO.

C. Engineering Standards and Specifications Review - In accordance with PIC 04-04, prior to solicitation release, for acquisitions with an estimated value greater than \$5M or acquisitions of any value for equipment or analysis for space flight systems, the NASA engineer is responsible for providing written documentation that all NASA Technical Standards Program (TSP) or other engineering standards or specifications have been thoroughly reviewed and the appropriate ones have been applied to the acquisition and are of the latest version. The NASA Standards Update Notification System (SUNS) has been replaced by the "Watch List/Alert System" at the NASA TSP website <http://standards.nasa.gov/default.taf>.

D. AS-9100 - In accordance with NASA Policy Directive (NPD) 8730.5, NASA Quality Assurance Program Policy, the CS shall coordinate with the Safety and Mission Assurance Office, Mission Assurance Branch (MAB) when procuring "critical and complex"

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items/services to determine the applicable AS-9100 clauses and other requirements for design, test, examination, inspections, and other related instructions for product acceptance. The CS shall document the review for the file. "Critical and complex" procurements involve the processes and services that support the design, development, fabrication, component assembly, and system installation of flight hardware, flight software, and associated ground support equipment interfacing with flight hardware and flight software. Key characteristics in determining if support from the MAB is necessary are as follows: (1) any hardware task that, if performed incorrectly or in violation of prescribed requirements, could result in loss of human life, serious injury, loss of mission or loss of a significant mission resource (e.g., Government test or launch facility). (2) the manufacture/fabrication of parts or assemblies which have quality characteristics not wholly visible in the end item and for which conformance can only be established progressively through precise measurements, tests and controls applied. (See also NPR 8735.2A, Management of Government Quality Assurance Functions for NASA Contracts and NPD 8730.5, NASA Quality Assurance Program Policy, for guidance.)

E. Industrial Property Officer (IPO) Review - In accordance with NASA FAR Supplement (NFS) 1845, Specialists shall request, via LF P298, "Request for Industrial Property Officer Review of Solicitations/Contracts," the IPO review of the solicitation prior to release. The reasons for not accepting any recommendations of the IPO shall be fully explained, coordinated with the IPO and documented.

F. Solicitation Reviews - Solicitations shall be reviewed in accordance with the guidance set forth in LMS-OP-4537. A legal review shall be requested on LF P141, "Request for Legal Review," when the Solicitation Review Board (SRB) is not convened. CSs shall consider any comments presented by the Office of Chief Counsel (OCC) and make changes to the solicitation as appropriate.

When an SRB is required, it shall include the following members: Contracting Officer (Chairperson), Source Evaluation Team (SET) or Board (SEB) Voting Members, Price Analyst, cognizant OP Branch Head, Procurement Officer or Deputy Procurement Officer, representatives from OCC, Office of Chief Financial Officer, Safety and Mission Assurance Office, Environmental Management Office, and Security and Program Protection Services. The document review shall include the complete solicitation document appropriately marked as *Source Selection Information*. Copies of the documents shall be provided at least 3 business days prior to the scheduled meeting. The CS shall insure that all attendees are provided a notice of the time, place and date of the meeting. The CS shall make the necessary arrangements: schedule a conference room, make appropriate copies, and have the documents either hand carried to or picked up by the recipients. The CS shall prepare minutes from the SRB which includes a list of attendees, a summary of the revisions made as a result of the review, and the rationale for each substantive revision. These minutes shall be signed by the CS and be concurred on by the CO. The original shall be retained in the contract file, with a copy to OCC. The corrected solicitation shall be reviewed by the CO prior to release.

G. Solicitations - All solicitations are published electronically on the Electronic Posting System (EPS) via the NASA Acquisition Internet Service (NAIS). The CS is responsible for posting the solicitation to EPS. After posting, the Specialist shall insure proper posting and verify the accuracy of key information. A hard copy of the solicitation shall be included in the

official contract file. Drawings for construction solicitations can be provided in hard copies or on a computer disk to requestors.

If the solicitation will be issued absent the availability of certified funds, the Specialist shall request the OP Secretary to stamp the following notation on the solicitation cover page and obtain Procurement Officer signature: "Pursuant to the provisions of NFS 1804.7301(c), I hereby authorize the issuance of this solicitation." The Procurement Officer may provide a class approval for situations where there are multiple awards (e.g., NASA Research Announcements and related partnering solicitations). A copy of the class approval shall be put in each applicable solicitation file.

H. Solicitation Amendments – The SF 30, "Amendment of Solicitation/Modification of Contract," shall be used to amend an existing solicitation. The CS shall insure that amendments are released in time to reach all interested parties prior to the bid/proposal due dates. The bid/proposal due date shall be extended as necessary consistent with the requirements of the amendment. Electronic amendments shall be released in the same manner as the solicitation. A hard copy of the amendments shall be included in the official contract file.